

DD/S  
57-4122

SUBJECT: Dismissal during hazardous weather.

1. The following memorandum from the White House, dated 9 January 1952, is quoted below for your information, guidance and compliance:

"THE WHITE HOUSE

Washington

"TO THE HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES:

Extradordinarily hazardous snow and sleet conditions in the metropolitan Washington area have on occasion warranted the early release of employees in order that they might reach home safely and at a reasonable hour. However, because a general dismissal so congests traffic, there is a need for coordination throughout the entire Federal establishment in this area in order that the purpose of early release will not be defeated.

The attached policy for control of employee dismissals under hazardous traffic conditions in Washington was developed by the Federal Personnel Council in cooperation with the District of Columbia Government. The president asks that each department and agency follow it as general Government policy.

This policy makes use of the irregular release hours already in effect so that a peak load will not be imposed upon transportation facilities before these facilities are prepared to accommodate the load. It also will permit more effective utilization of snow removal equipment.

/s/  
DONALD S. DAWSON  
Administrative Assistant  
to the President"

2. A copy of the policy released by the Federal Personnel Council, referred to in paragraph 2 of the memorandum quoted above, is attached.

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By: \_\_\_\_\_

FEDERAL PERSONNEL COUNCIL  
United States Civil Service Commission  
1626 K Street N.W.  
Washington 25, D. C.

As approved by the Council  
December 28, 1951

CONTROL OF DISMISSALS DURING HAZARDOUS WEATHER  
IN WASHINGTON

Traffic conditions in the Washington Metropolitan area are sufficiently congested under the best of weather conditions to make problems of transportation to and from work of considerable importance. When such congestion is compounded by severe snow or icing conditions on streets, highways, and bridges, traffic becomes unusually dangerous to safety and health. As the largest employer in the metropolitan area, it is incumbent upon the Federal Government to take some positive steps to control and put on an orderly basis group dismissals of employees whenever snow or icing conditions are sufficiently serious to warrant such action.

For this purpose, the Council recommends the following policy on this subject:

1. No early dismissals of Federal employees because of winter traffic conditions in the Washington area will be made except under the provisions of this policy.
2. Early dismissals of Federal employees will be contingent upon a determination made by the District of Columbia Director of Vehicles and Traffic, as authorized by the District Commissioners. This decision will be based upon a finding that the condition of streets and highways in the metropolitan area is or will be such that early staggered dismissals of employees would reduce the possibility of serious and hazardous traffic congestion.
3. On any day on which severe snow or icing conditions exist or appear to be in progress, the Director of Vehicles and Traffic will notify the Federal Personnel Council whether or not early dismissals

are warranted. If dismissals are proposed, the Director will indicate the specific time in advance of regular closing hours to be followed.

4. The Council staff will, by telephone, inform the personnel directors of each department and agency as early as possible of this decision. If the decision calls for early dismissal, each department or agency should dismiss without charge to annual leave as many of its employees as practicable for the specified period prior to the agency's normal closing time.
5. Hazardous weather conditions existing or developing before an employee's regular work hours should not ordinarily be the basis for absence from work, but it is recommended that departments or agencies excuse tardiness genuinely occasioned by such weather.
6. In view of the automatic features of this policy and in order to avoid congestion on the telephone lines and waste of manpower, it is urged: (a) that employees refrain from calling for information or from making personal arrangements before dismissals are announced; and (b) that departments and agencies avoid calls to transit lines or to District or Federal offices involved.

It is believed that this policy will result in fewer, not more dismissals. It should also avoid, during sudden afternoon storms, hazardous dismissals that interfere with orderly sanding and scraping operations designed to minimize traffic hazards.

It is hoped that this policy may also serve as a guide to major industrial and commercial enterprises in Washington that find it possible to follow it.

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3. The Personnel Director will, immediately upon receipt of proper notification from the Federal Personnel Council, advise the Office of the Director, Deputy Directors, Assistant Directors and Office heads by telephone of the hour at which Agency employees may be dismissed due to hazardous weather without charge to annual leave.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

WALTER REID WOLF  
Deputy Director  
(Administration)

Attachment:

Policy for Control of Dismissals  
During Hazardous Weather in Washington

DISTRIBUTION NO. 4

# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

Attachment